Great Start



OVERVIEW

for PROSPECTIVE and NEW MEMBERS of the CIVIL AIR PATROL





Dear Prospective Member,

Welcome to Civil Air Patrol, the auxiliary of the U.S. Air Force! You can join an elite group of dedicated volunteers – I call them Everyday Heroes – people who make a difference in the lives of their fellow countrymen by performing "Missions for America."

Did you know CAP members were the first to fly over the World Trade Center after the September 11 terrorist attacks to take aerial images of the disaster site? CAP members were also the first in the air after Hurricane Rita slammed into the Gulf Coast in September 2005 to take damage assessment images of the devastated areas in Texas and Louisiana. Of course, aerial photography and flying are just a few of the exciting volunteer opportunities you can choose to take part in as a member of CAP.

As a CAP member, you can also work with the American Red Cross and Federal Emergency Management Agency when disaster strikes, participate in search and rescue missions, help keep your community safe through homeland security missions, be an integral part of one of America's largest radio communications networks, assist federal agencies like the Bureau of Customs and Border Protection in the war on drugs, transport time-sensitive medical materials and donated live organs, broaden the horizons of more than 300,000 youth through CAP's aerospace education programs, participate actively in our youth program and much, much more.

I invite you to explore the possibilities featured in this brochure and let your mentor or commander know how we can help you in finding your niche in America's premiere volunteer organization – CAP. Also included is a checklist of milestone moments you should reach in your first year of membership, which will help you take full advantage of the many wonderful opportunities that will be available to you.

On behalf of the more than 57,000 members of CAP, thank you for your decision to help America and your community by serving as a member of Civil Air Patrol.

My best regards,

ANTONIO J. PINEDA

Major General, CAP

National Commander



CAP History

The Civil Air Patrol was formed on Dec. 1, 1941, after thousands of volunteers answered America's call to national service during World War II. While logging more than 500,000 flying hours, CAP's original Everyday Heroes sunk two enemy submarines and saved hundreds of crash victims. After the war, a thankful nation recognized CAP's value to local and national agencies dedicated to homeland security. On July 1, 1946, President Harry Truman signed Public Law 476 incorporating Civil Air Patrol as a benevolent, nonprofit organization. On May 26, 1948, Congress passed Public Law 557 permanently establishing Civil Air Patrol as the auxiliary of the new U.S. Air Force and provided for three primary missions — aerospace education, cadet programs and emergency services.

Civil Air Patrol Today

In addition to homeland security, today's CAP volunteers conduct search and rescue, counterdrug reconnaissance and disaster relief missions. Many of our 34,000 senior members also nurture the leadership skills of more than 23,000 youth enrolled in cadet programs. In addition, CAP broadens the horizons of hundreds of thousands of students and more than 3,000 teachers annually through our aerospace education programs.

Resources

CAP's assets and resources include, but are not limited to, over 500 corporate owned aircraft, almost 4,000 member-owned aircraft, 950 ground vehicles and the most extensive communications system in the world. However, CAP's most valuable asset is its volunteers. Including training, members log in excess of 100,000 flying hours each year.

Opportunities

Volunteers fuel our "Missions for America" in the following ways:

- ◆ Administration ◆ Aerospace Education
- Cadet Programs
- Chaplain
 Communications
- Emergency Services
- ◆ Finance ◆ Flight Operations
- Historian Inspections
- Logistics Moral Leadership
- ◆ Operations ◆ Personnel
- Professional Development Public Affairs
- Recruiting and Retention
 Safety
- Standardization/Evaluation

There is something to meet most every individual's needs and interests. One unique aspect of CAP is the training provided to help a member fulfill the responsibilities of his/her volunteer "job." If your area of interest is not listed, ask your mentor or commander, and you will probably find it.



Civil Air Patrol's Missions For America

Aerospace Education

Each year, CAP sponsors more than 100 aerospace education workshops in colleges across the nation, reaching more than 3,000 educators and hundreds of thousands of students. These workshops highlight basic knowledge and focus on advances in aerospace technology. Teachers who are members of CAP's aerospace education program receive more than 30 free teaching aids, as well as lesson plans and other classroom materials.



Cadet Programs

The mission of the Civil Air Patrol Cadet Program is to provide the youth of our nation a quality program that enhances their leadership skills through an interest in aviation, and simultaneously provide services to the United States Air Force and the local community. CAP's cadet program allows youth 12-20 years old to progress at their own pace through a multi-step program that emphasizes aerospace education, leadership training, physical fitness and character development. Cadets may also compete for academic scholarships to further their studies in fields such as engineering, science, aircraft mechanics, meteorology and many others.



Cadets who earn cadet officer status may enter the Air Force as an E3 (airman first class). Approximately 8 percent of Air Force Academy appointees are former CAP cadets. In addition, both West Point and Annapolis admit many CAP cadets each year.

Also, cadets have the opportunity to participate in special activities at the local, state, regional and national levels. Many will have the opportunity to fly an airplane for the first time and some may even solo at special flight encampments or academies. Others will enjoy traveling abroad through the International Air Cadet Exchange Program. Still others assist at major air shows throughout the nation.

Emergency Services

CAP flies more than 95 percent of all federal inland search-and-rescue missions directed by the Air Force Rescue Coordination Center. Outside the continental United States, CAP supports the Joint Rescue Coordination Centers in Alaska, Hawaii and Puerto Rico. Just how effective are the CAP missions? Approximately 100 people are saved each year by CAP members!

Working under the U.S. Air Force's Homeland Security Directorate, Civil Air Patrol is uniquely positioned to conduct missions in support of the nation's homeland security initiatives. With decades of operational experience, CAP can provide low-cost airborne assets across the nation, all manned by mission-ready personnel who have the demonstrated capability to work with federal, military, state and local agencies across the nation.

CAP's disaster-relief missions encompass rapid assistance from the air and ground that is complemented by an extensive communications network. Volunteers work in partnership with the American Red Cross, the Federal Emergency Management Agency, the Federal Aviation Administration, the National Transportation Safety Board and the U.S. Coast Guard. Cap also flies humanitarian missions – usually in support of the Red Cross – to transport time-sensitive medical materials, including blood and human tissue, when other means of transportation are not available.

Missions performed in direct support of the U.S. Air Force include light transport, communications support and low-altitude route surveys. CAP also provides orientation flights for AFROTC cadets. Joint U.S. Air Force and CAP search-and-rescue exercises provide realistic training for missions. In addition, in 1986 CAP partnered with the U.S. Air Force and U.S. Customs Service to help stem the flow of drugs into and within the United States.



Membership Categories

Senior Membership

CAP senior membership is open to adults 18 years old or older. To prepare adult members for CAP's special missions, extensive training and education in more than 20 different specialized fields is provided. Plus, technical training is offered in related areas, such as flight operations, emergency services and communications. If you are currently an Active Duty Reservist, you can earn points toward retirement in the CAP-RAP program. Please call 334.953.5225 (commercial) or 493-5225 (DSN) for more information. Additional training in management and executive leadership is available to volunteers as they progress through the ranks.

A patron member is a financial supporter who maintains current membership through payment of annual membership dues and participates in a limited capacity.

A business member is any U.S. corporation, partnership, proprietorship, or organization which applies for CAP membership in the name of the corporation, partnership, proprietorship or organization. This category of membership is designed for members of the business community who demonstrate the desire to financially support CAP's missions and programs.

Cadet Membership

CAP cadet membership is open to youth 12 to 18 years old. Cadets can remain in the program until age 21.

Cadet Sponsor Membership

Cadet Sponsor is a special membership category that allows parents, grandparents and legal guardians to participate with their cadets. Cadet sponsors serve as chaperons and provide transportation during squadron activities. They are offered discounted membership dues and have a limited volunteer commitment. To become a Cadet Sponsor Member, write "Cadet Sponsor Member" at the top of your membership application.

Aerospace Education Membership

This membership category is designed for teachers and others who are interested in aerospace education. Aerospace Education members (AEMs) receive free educational products for grades K through 12 including lesson plans, teaching strategies and a newsletter. Plus, the National Conference on Aviation and Space Education (NCASE), a gathering of educators dedicated to furthering aerospace education, is held biannually. NCASE is recognized as the premier educational symposium of its kind in the nation.

Member Benefits

Life and Health Insurance

Members are eligible to participate in a guarantee issue 10-year level term life insurance with no rate increase due to health conditions. Pilots receive the same rates as non-pilots. Members are also eligible for a hospital indemnity plan, cancer policy and a supplemental health care program.

Training

CAP offers aerospace education, leadership and technical training, including Air Force correspondence courses, for all CAP members. Special training is also conducted for those participating in search and rescue as mission pilots, observers or ground team members. Communications training is highly specialized and presents unique opportunities to network with other communicators from around the country.

Meetings and Conferences

CAP members gather regularly at meetings and conferences around the country. There is also a national convention held in a different city every year.

Rental Car Discounts

The Hertz Corporation offers rental car discounts to CAP members for both business and pleasure travel. A special Hertz identification card is furnished to each member upon request. Rates and discounts may be obtained by calling Hertz at 800-654-3131.

Exxon Mobil

Members can purchase top of the line lubricants for their personal aircraft at a discount directly from Exxon Mobil.

Civil Air Patrol Visa Credit Card

The CAP affinity VISA card offers senior members and the parents of cadets a credit card that supports CAP. Each time the card is used in a transaction, a donation is made by the bank to support CAP. The CAP emblem and the member's grade are embossed on the front of this distinctive credit card. Contact Membership Development at 334.953.2828 for an application.

Tax Benefits

As a federally chartered nonprofit organization, Civil Air Patrol is tax exempt under Section 501(c)(3) of the IRS Code. This entitles members to claim various expenses as charitable contributions to the extent allowed by the law. These include the following:

- Membership dues
- Expenses for uniforms and training materials
- Mileage on personal vehicles
- Travel, living and out of pocket expenses while participating in CAP activities

Frequently Asked Questions

Q How much does membership in CAP cost?

Annual membership dues are broken down in three levels: national, wing/regional and squadron. The national dues are \$35 for seniors and \$25 for cadets. Wing/region dues as well as squadron dues may apply. Please check in your area for exact figures. The cost of Cadet Sponsor Membership is \$25 per year.

$oldsymbol{Q}$ Do members have to wear a uniform?

Cadets must wear the Air Force-style blue uniform with special CAP insignia. The cadet membership application contains a voucher for one free uniform per cadet. As long as funds are available, the USAF provides a uniform for the eadets at no charge. Call 334-953-1501 for more information.

Senior members may wear the USAF style blue uniform or one of the distinctive CAP uniforms. Some members choose to serve without wearing a uniform, although one of the CAP uniforms is required in certain instances such as flying in a CAP aircraft or working with cadets.

What will I get out of membership in CAP?

In addition to valuable experience and training in such areas as leadership, communications, aviation and aerospace education that will be an asset to you throughout your life, you will receive the more tangible benefits listed under "Member Benefits."

Q Do CAP members have access to military bases and get to shop at the Base Exchange?

You will only have access to the base when participating in CAP events. You will be allowed to shop at the Base Exchange (BX) only when on official orders and billeted on the base. Authorized uniform items can be purchased any time at the Military Clothing sales store.

Q Are non U.S. citizens allowed to join?

A Aliens admitted for permanent residence are eligible. Other noncitizens must request a waiver of the citizenship requirement through the wing and region commander. You must be able to read, write and understand English.

Q I'm not a pilot. What am I going to do in CAP?

Whatever your talent or area of interest, there is a need for you. Please refer to the page titled "Specialty Tracks" to find a listing of duties necessary to help a squadron succeed. For a list of what is available at your squadron, contact your commander or mentor.

Q What criteria must a pilot meet to fly corporate aircraft?

To be eligible to fly a corporate aircraft, the pilot must possess a valid FAA private, commercial or airline pilot certificate, be an active CAP member at least 17 years of age and possess a valid and current medical certificate. The member must complete a flight check in the aircraft within the preceding 12 months as well as an annual written examination and annual aircraft questionnaires for each aircraft authorized to fly. The pilot must have 200 PIC hours and 50 cross-country PIC hours to serve as a mission pilot.

Q What is the difference in a senior squadron, a cadet squadron, a composite squadron and a flight?

A senior squadron is one that is only open to senior members. A cadet squadron is for cadet members. A composite squadron is one that is made up of both senior and cadet members. A flight is a smaller version of a squadron. A group oversees several squadrons in a given area. A wing is a state headquarters. There is a wing in all 50 states plus Puerto Rico and the District of Columbia. CAP's eight regions are made up of several wings or states.

Specialty TracksJob Opportunities for Senior Members

Administration Officer

Maintains master publications library. Prepares correspondence, reports, schedules, inventories and requisitions. Operates centralized correspondence and message distribution center. Reviews locally-developed publications to ensure they are administratively correct prior to publication. Provides management assistance when required.

Aerospace Education Officer

Implements aerospace education activities and duties involving cadets, seniors, aerospace education members, communities and schools. Develops materials and activities and promotes aerospace education programs for the local community. Assists the commander in making aerospace education related policy decisions.



Cadet Programs Officer

Conducts cadet training in aerospace education, leadership, physical fitness, moral leadership and other activities. As special assistant to the commander, implements and monitors programs in cadet personnel and administration, cadet activities, aerospace education or leadership laboratory.

Chaplain

Provides worship, liturgies, rites and religious observations. Conducts pastoral counseling, spiritual nurture and ethics and values instruction. Provides group pastoral care and spiritual renewal. Gives advice on religious, ethical and quality of life concerns and maintains ecclesiastical and clergy relations.

Communications Officer

Maintains and operates radio equipment. Familiarizes communications trainees with the basic concept of CAP communications operations. Operates CAP radio stations. Develops and implements communications plans, programs and directives. Plans and conducts communications conferences, meetings and workshops.



Emergency Services Officer

Assists the commander by managing and directing emergency service activities. Establishes working relationships with local agencies responsible for search and rescue, disaster relief and other local emergencies. Develops emergency service plans, training programs and standard operating procedures and maintains a rapid alerting system to assemble emergency service resources as needed.

Finance Officer

Responsible for posting ledgers and preparing vouchers, checks and deposits for unit accounts. Prepares unit budget, controls monies, monitors transactions and prepares monthly activity reports. Keeps commander advised in all financial matters.

Flight Operations Officer

Responsible for the management and control of unit aircrews, aircraft and flight operations. Understands CAP flight management policies and

procedures and the administrative procedures governing flight operations. Assists in the preparation of plans, programs and directives to govern the unit.



Historian

Responsible for unit historical program. Collects and preserves historically significant material. Publishes general and special histories, monographs and studies. Publishes material to inform the general public about CAP history. Attends meeting of historical and other learned societies.

Inspection Officer

Performs inspections when required. Prepares inspection checklists for all areas of inspection and prepares written reports of inspection as required. Reviews publications, plans, policies and statistics to determine areas of special interest. Briefs commander and staff on inspections and recommendations.

Logistics Officer

Responsible for receipt, storage, distribution, recovery and proper disposal of all CAP property held by the unit. Recommends allocation of motor vehicle records. Responsible for vehicle maintenance, marking and painting. Ensures aircraft are painted and identified in accordance with current directives and makes sure aircraft are maintained in an airworthy condition in accordance with FAA requirements.

Moral Leadership Officer

The MLO performs in a capacity similar to a chaplain, but is not required to meet the ecclesiastical endorsement and education level prerequisites for a chaplaincy. There is no MLO study guide at this time. Talk to the senior program officer and wing chaplain if you are considering this specialty.

Operations Officer

Develops the operations policies and procedures to ensure mission accomplishment and provides

guidance to unit personnel. These activities include developing standing operating procedures, evaluation methods and accident prevention programs and reporting procedures. Requests transportation and mission authorizations.

Personnel Officer

Performs duties related to processing unit personnel actions as membership applications, promotions and charter changes. Establishes and maintains up-to-date personnel files and ensures all regulations, policy letters and forms required to administer the unit's personnel program are available and up-to-date. Develops local unit personnel policies and procedures, provides assistance and guidance to the unit commander and other

staff members on all personnel matters and monitors the overall personnel program within their jurisdiction.

Professional Development Officer

Plans, coordinates and schedules professional development training activities. Maintains unit training records and training library and operates audio-visual equipment. Prepares documentation in support of professional development awards for the commander's review. Coordinates member training accomplishments with other staff members. Instructs at training courses. Advises the commander on training required to meet unit staffing needs.



Public Affairs Officer

Assists the commander on all media relations and internal information matters. Plans, develops and implements a public affairs program based on media relations, community relations, and internal information activities. Acts as liaison with other organizations and agencies as required in the performance of these activities





Recruiting and Retention Officer

Responsible for the membership development of the squadrons or wing by recruiting new members into CAP and working to retain the current members. These activities include developing recruiting programs and activities and working with public affairs officer to promote CAP. This officer is also responsible for communicating with new members about their expectations to encourage renewal.

Safety Officer

Manages the safety program. Develops safety plans, programs and directives. Coordinates with other staff agencies to develop accident prevention procedures and collects data to determine safety program effectiveness. Conducts accident investigations.

Standardization/Evaluation Officer

Technician: Performs duties as a CAP instructor pilot and check pilot; responsible for flight and ground instruction as well as flight evaluation in CAP aircraft. Senior: Performs duties as a CAP check pilot; administers check flights and written examinations and maintains pilot training folders. Master: Wing pilot designated to administer check flights and written examinations and to develop wing training and evaluation procedures.



New Senior Member Checklist (1st Quarter) Prospective Member Name Unit Charter Number Unit Name Unit Phone Number Unit Web Site **Unit Meeting Times** ☐ Visited a Local Civil Air Patrol Unit ☐ Welcomed by an informed greeter and introduced to the unit commander, specifically, as well as the entire unit, as feasible Date **Greeter Information:** Rank Unit Duty Assignment Name E-mail Day Phone Night Phone ☐ Observed one additional unit meeting Date ☐ Assigned a mentor for membership introduction Date **Mentor Information:** Name Rank Unit Duty Assignment E-mail Day Phone Night Phone ☐ Joined Civil Air Patrol (See CAPR 39-2, Chapter 3) ☐ Membership Application Package Submitted to National Headquarters _ Date ☐ Complete CAPF 12 Dues Check ☐ Fingerprint Card ☐ Temporary Membership Card Received Date ☐ Permanent Membership Card Received Date My CAPID My Join Date ☐ Joined Civil Air Patrol (See CAPR 39-2, Chapter 3) ☐ Complete Orientation Course Date ☐ Course Presentation ☐ End-of-Course guiz completed and corrected to 100 percent ☐ CAPF 11 prepared and submitted to National Headquarters with copies to the unit Professional Development Officer and Wing Director of Professional Development. Any course critiques received should also be forwarded with the CAPF 11. ☐ CAPF 45b updated

☐ Complete Cadet Protection Program Training (CPPT)	Date
☐ CPPT Presentation	
☐ CAPF 11 prepared and submitted to National Headquarters with copies to the unit Professional Development Officer and Wing Director of Professional Development. Any course critiques received should also be forwarded with the CAPF 11.	
☐ CAPF 45b updated	
☐ Orientation Program Certificate (CAPC 13) Received	
	Date
☐ Membership Award Received	Date
☐ CAPF 2a Prepared. Be sure to note Level I date in Block VII	
☐ Professional Development Officer Signature	
☐ Unit Commander Signature	
☐ Membership ribbon presented	
Obtain CAP Driver's License – Optional (CAPR 77-1)	
☐ Official copy of driving record from tag agent and a copy of state driver's license	
(front and back) forwarded to the transportation officer at the next higher echelon.	Date
□ CAPF 75 Received	Data
Obtain CAP Radio Operator's Authorization – Optional (CAPR 100-1)	Date
☐ Complete Basic Communicator's User Training and forward documentation of	
completion to the communications officer at the next higher echelon	Date
□ CAPF 76 Received	Date
Complete General Emergency Services Training – Optional (CAPR 60-3)	Date
☐ Complete CAPT 116 online or on paper with the local unit and provide documentation of completion to the unit emergency services officer or	
designee	Date
☐ Input emergency notification data, current contact information and basic identification data (height, weight, eye color and hair color) into the Membership Information Management System (MIMS) or provide the data to the unit emergency services officer or designee for input.	
☐ Print personal CAPF 101 from MIMS	Date
Thin personal CAT FOT HOM MINIS	Date
Participated in one unit or higher echelon weekend training event like an air- show, emergency services exercise, model rocket launch, wing conference, etc.	
	Date
End of Quarter Progress Interview with Mentor and Unit Commander or designee (Space is provided below for notes as necessary)	
	Date

Name	 Rank	Unit Duty Assignment
Nume	Karik	One Duty 7631gmment
E-mail	Day Phone	Night Phone
Select a Senior Member Specialty Track an Technician's Rating	nd Duty Position to Train in fo	r your Date
☐ 200 Personnel	☐ 214 Communications	
201 Public Affairs	☐ 215 Aerospace Education	on
☐ 202 Finance	☐ 216 Cadet Programs	
203 Inspector General	☐ 217 Safety	
204 Professional Development	218 Plans and Program	3
205 Administration	☐ 219 Legal	
☐ 206 Logistics	☐ 220 Health Services	
210 Flight Operations	221 Chaplain	
211 Operations	223 Historian	
D 010 Chandandination Fundament	D 225 Maral Loadorship	
212 Standardization-Evaluation	225 Moral Leadership	
 212 Standardization-Evaluation 213 Emergency Services your mentor is not rated in the specialty the to assist you with completing your technic 	226 Recruiting and Retorateat you have chosen, an OJT and	
☐ 213 Emergency Services your mentor is not rated in the specialty the to assist you with completing your technic	226 Recruiting and Retorateat you have chosen, an OJT and	
213 Emergency Services your mentor is not rated in the specialty the to assist you with completing your technic Advisor Information: Name	□ 226 Recruiting and Reterat you have chosen, an OJT action rating requirements. Rank	dvisor will likely be assigned as Unit Duty Assignment
□ 213 Emergency Services your mentor is not rated in the specialty the to assist you with completing your technic Advisor Information:	226 Recruiting and Retorated you have chosen, an OJT action rating requirements. Rank Day Phone veekend training event like ar	Unit Duty Assignment Night Phone
213 Emergency Services your mentor is not rated in the specialty the to assist you with completing your technice Advisor Information: Name E-mail Participate in one unit or higher echelon versions and the specialty the special through throu	226 Recruiting and Reterat you have chosen, an OJT action rating requirements. Rank Day Phone veekend training event like are rence, etc.	Unit Duty Assignment Night Phone
213 Emergency Services your mentor is not rated in the specialty that to assist you with completing your technic. Advisor Information: Name E-mail Participate in one unit or higher echelon vexercise, model rocket launch, wing conference.	Day Phone Day Phone veekend training event like are rence, etc.	Unit Duty Assignment Night Phone a airshow, emergency services
213 Emergency Services your mentor is not rated in the specialty the to assist you with completing your technic Advisor Information: Name E-mail Participate in one unit or higher echelon vexercise, model rocket launch, wing confe	Day Phone veekend training event like are rence, etc.	Unit Duty Assignment Night Phone a airshow, emergency services

New Senior Member Checklist (3rd and 4th Quarters) **□** Duty Performance Promotion (See CAPR 35-5) Second Lieutenant - Must be 21 Years of Age ☐ Six Months Time In Grade Date ☐ CAPF 2 Prepared and Submitted to National Headquarters by the Unit Commander Date ■ New membership card reflecting promotion received Date ☐ Formally promoted at an appropriate unit event Date Flight Officer - Senior Member Under 21 Years of Age ☐ Three Months Time In Grade Date ☐ CAPF 2 Prepared and Submitted to National Headquarters by the Unit Commander Date ☐ Formally promoted at an appropriate unit event Date ☐ Serve as a greeter for three months to welcome and introduce potential members to the unit Date Participate in one unit or higher echelon weekend training event like an airshow, emergency services exercise, model rocket launch, wing conference, etc. **Event Description** Date ☐ Serve as a mentor for three months to assist with new member introductions to the unit Date ☐ Participate in another unit or higher echelon weekend training event like an airshow, emergency services exercise model rocket launch, wing conference, etc. Date **Event Description** Date Complete Squadron Leadership School if not previously completed **Event Description** Date Renewal Interview with Mentor and Unit Commander or designee (Space is provided below for notes as necessary) Date **□** Renewed Membership Date

CAP Mission Pilot Checklist

Welcome to CAP! We value your experiences as a pilot. This checklist is designed to expedite the process of becoming a CAP Mission Pilot. Naturally, you need to start by having a valid and current private pilot's license and an up-to-date medical. See CAPR 60-1, chapter 3, for details about minimum pilot qualifications for CAP. This checklist assumes that you are currently flying and have joined CAP. Most of the training materials are available on line at http://level2.cap.gov/index.cfm?nodelD=5312. Links to additional materials are listed below.

First Three I	<u>Months</u>
1.	Complete Level I training. Modules include a review of CAP's history and CAP's cadet protection training. This training is normally conducted by the squadron. Be sure to sign the CAPF 11, which certifies that you received this training. See CAPR 50-17 for details.
2.	Get General Emergency Services (GES) qualified. The GES test includes measuring your understanding of the Incident Command System (ICS), as well as CAP's role in emergencies. This training is normally conducted at the squadron. You can also study the GES materials and take the GES Test online at: http://level2.cap.gov/index.cfm?nodeID=5785 . See CAPR 60-3 for details.
3.	Work on completing the initial CAP Pilot requirements. See CAPR 60-1 for details. Set up a CAPF 5 check ride. Low time pilots should begin working towards CAP's Transport Pilot rating.
Second Thre	<u>e Months</u>
4.	Start progressing towards Scanner qualification. A CAP Scanner is someone who is trained to look outside of the aircraft for various mission objectives. As a pilot, you need to go through this same training. Since you will be flying these folks during missions, you need to know what they do! This training is normally conducted at the squadron. You can also study the scanner materials online at: http://level2.cap.gov/index.cfm?nodelD=5591 . See CAPR 60-3 for details.
5.	Start progressing towards the Mission Pilot Trainee requirements. These requirements are in CAPR 60-1 and CAPR 60-3. This training is normally conducted at the squadron. You can also study the materials online at: http://level2.cap.gov/index.cfm?nodelD=5591 .
Next Six Mo	<u>nths</u>
6.	Complete Basic Communications User Training (BCUT). As a CAP pilot, you will be using special radio frequencies that require specific training from CAP. This training is normally conducted at the squadron. See CAPR 100-1 for details.
7.	Complete Scanner training.
8.	Complete the Mission Pilot Trainee requirements. These requirements are in CAPR 60-1 and CAPR 60-3. This training is normally conducted at the squadron. You can also study the materials online at: http://level2.cap.gov/index.cfm?nodelD=5591 .

New Chaplain Checklist

This checklist is designed to assist you in your training and development as a Chaplain in the Civil Air Patrol. Your Wing Chaplain is available to answer any questions you may have.

First Three Months

	Join CAP. Since it takes some time to gather all of the required documents associated with your chaplain application, we recommend you join as a senior member so you can begin your training and service right away.
	Complete Level 1 in the senior member professional development program.
	Request an ecclesiastical endorsement from your religious body (have the endorsing agency send endorsement and/or DD Form 2088 directly to National Headquarters)
	Request a copy of your academic transcripts
	Submit Chaplain Application (CAP Form 35) to your Wing Chaplain Include a copy of academic transcripts Include a copy of your ecclesiastical endorsement
	Obtain the General Emergency Services (GES) rating. Training materials are available at http://level2.cap.gov/index.cfm?nodelD=5785 .
	Set up your e-Services account at the National Headquarters web-site: www.capnhq.gov
	Conduct Religious Interview with Squadron Members and fill out CAP Form 48 Complete CAP Pamphlet 221, "The CAP Chaplain" Complete and submit Chaplain Statistical Report (Form 34) to your Wing Chaplain – due no later than
	Jan. 5 and July 5
<u>Ne</u>	ext Six Months:
<u>Ne</u>	

□ Complete and submit Chaplain Statistical Report (Form 34) to Wing Chaplain – due no later than Jan. 5 and July 5.

■ Begin work on Mission Chaplain rating. The duties of the Mission Chaplain and the Specialty Qualification

■ Read CAPR 52-16, Cadet Program Management, and CAPR 50-17, Senior Member Professional

Training Record can be found in the Mission Base Staff Tasks pamphlet (see

During the year, there will be several events conducted that you are encouraged to attend. Some events are for training and other events will involve "ministry of presence." You may be required to submit a CAP Form 17, *Application for Senior Member Activities*, to attend an event.

http://level2.cap.gov/index.cfm?nodeID=5312).

Development Program



CIVIL AIR PATROL

To learn more, call 1-800-FLY-2338 or go to www.cap.gov/start